

ADMINISTRATIVE - INTERNAL USE ONLY

**DDI Chrono**

DDI 83063-85

7 August 1985

MEMORANDUM FOR: See Distribution

VIA : Deputy Director for Intelligence  
Associate Deputy Director for Intelligence *f* *rk*

FROM :   
Executive Assistant/DDI

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SUBJECT : DI Weekly Activity Report

1. Every Friday, the ODDI prepares a weekly DI Activity Report on the basis of contributions from DI offices and staffs. This report is combined with the reports of other directorates and offices, and an overview is drafted by the EA/ExDir. The reports are read by the DCI and DDCI on Monday in preparation for the Tuesday morning DCI staff meeting. In addition to informing the DCI and DDCI about the major activities of all CIA components, the report serves as the only formal way to fill him in when he has been away.

2. The DI report as it stands now is largely a list of DCI-assigned tasks, briefings and meetings that we have given or attended, with occasional mention of a major typescript. It makes no attempt to underline what are the most important activities and does not adequately reflect the full flavor of what we do. In particular, it does not mention any of the following:

- progress in planning the research program;
- major research projects completed but not yet described in formal papers;
- innovations/experiments--use of task forces, new methodologies or approaches to solve substantive or administrative problems;
- major conferences;
- interesting TDY experiences;

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- administrative and personnel matters, such as progress in reconstructing the Operations Center, reorganization of offices or divisions, space problems, status of DI recruiting, MPS activities (new handbook on training, PES studies, etc.), policy rotationals, significant
- contacts with academics, major contracts completed, progress with SAFE and other computer related issues; and
- other important DI activities: work on matters associated with the Intelligence Community (progress and problems in obtaining cooperation with other agencies), tasking, collection problems

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3. A quick look at the book prepared for the DCI last week indicated that the EA/ExDir merely noted that we had given eleven briefings on the Hill. When asked about this, he said that he was unable to prioritize our activities and would welcome some help. In addition, the reports prepared by other Directorates were generally more comprehensive in discussing their major activities, accomplishments, problems, administrative matters, etc. and were not constrained by any particular format--either in terms of length or content.

4. Since the report has an important audience and useful purpose, the following are several suggestions that should make the DI contribution more reflective of the many things we do and the problems we want to bring to the DCI's attention:

- Include a wider range of activities in your reports to the DDI. A list of possible categories is attached.
- Keep the list focused on your most important activities and indicate the priority ones by putting them first or marking them with an asterisk. This will make the selection process easier for the EAs who pull together your contributions.
- Some offices and staffs do not regularly send up contributions. We urge you and your staff to contribute to the report when you do have important activities that merit the DCI's attention.

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5. We would like to prepare the first DI Activity Report in this new format on 23 August. We need your contributions by 10:00 a.m. every Friday. If you or your staff have any questions, please call us [redacted]  
[redacted]

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Attachment:  
As stated

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DI Activity Report

I. DCI/DDCI Assigned Tasks

II. Policy Support

- Typescripts
- Briefings
- Meetings

III. Research and Substantive Accomplishments

- Completed research
- Progress with research programs
- Other substantive accomplishments

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V. Administrative and Personnel Matters

- Recruiting
- Space problems
- Reorganization of offices
- MPS matters

VI. Other

- Major conferences
- TDYs
- Work on Intelligence Community issues and projects

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